

~~CONFIDENTIAL~~MHQ - 2027
8 March 1982

MEMORANDUM FOR: See Distribution

FROM:

[redacted]
Deputy Chief, Administrative Staff, FBIS

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SUBJECT:

Organization Performance Appraisal Report (PAR)
System [redacted]

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1. A world-wide random sampling of Organization full-time personnel was initiated in 1980 to evaluate the effectiveness of the PAR system. Based on the final evaluations of the survey, the Deputy Director of the Organization has approved the following recommendations:

- a. Modify the PAR form by eliminating the carbons, redesigning the layout, and reducing the size.
- b. Discontinue use of the Evaluation of Potential (EOP) form, allowing raters to comment on potential in the PAR narrative when appropriate.
- c. Redesign the Advance Work Plan (AWP) form, retaining it as a mandatory requirement for all Organization employees. [redacted]

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2. Effective immediately, the EOP form will no longer be required. The AWP will be forwarded to Headquarters at the time the employee's PAR is submitted but will be retained in the employee's component soft file rather than in the Official Personnel File. OP will monitor the continued use of the AWP to assure it is properly on record with the component concerned. [redacted]

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3. Revised forms are in the process of being published. When they are distributed the current PAR forms will be considered obsolete and are not to be used. [redacted]

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